

**BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE**

**AIR FORCE RECRUITING SERVICE
INSTRUCTION 65-601**

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Financial Management

**AIR FORCE RECRUITING SERVICE
BUDGET AND FINANCIAL MANAGEMENT**



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This instruction implements AFRS 65-6, Budget, 1 May 1998. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. It establishes Air Force budget management requirements and procedures prescribed in AFI 65-601, Volume 1, Budget Guidance and Procedures, and AFI 65-601, Volume 2, Budget Management for Operations; it describes the financial management process as it applies to Air Force Recruiting Service (AFRS). Use this instruction according to the Financial Management Community of Practice website located at: <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This publication updates the Financial Management (FM) Program responsibilities and guidance for AFRS; establishes squadron and resource advisor FM general responsibilities (paragraphs 2.1 through 2.11); updates program element codes (PEC) (paragraphs 3.5.1 through 3.5.3), funds management and budget allowances; provides current professional references and the process for submitting various FM reports; describes guidance and procedures for managing element or expense identification code (EEIC) accounts; deletes Recruiting Monthly Vehicle Report, RCS: AETC-LGT (M) 7601, no longer required (paragraph 6.4.3) and updates Special Interest Program responsibilities and limitations (paragraphs 7.1 through 7.8).

Chapter 1

GENERAL

1.1. Overview. Financial management (FM) is the process of determining requirements, obtaining resources, and efficiently applying those resources to meet the AFRS direct mission and support responsibilities. Group and squadron commanders are responsible for the FM program.

1.2. Applying This Instruction. All activities that prepare, justify, and execute Air Force appropriations, must follow this guidance. Use this guidance in conjunction with the AFRS Community of Practice (CoP) website located at: <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

1.3. Financial Management Checklist. The FM checklist is the guide to a successful financial management program. It identifies minimum duty requirements - from financial management boards (FMB) to reconciliation of accounting records; if used properly, it helps identify areas that need extra attention. The Squadron Resource Advisor checklist is used to support squadron level operations and the group FM checklist is used to support Group level operations. Maintain a current version of the FM checklist in the continuity book at all times. The current FM checklists are available at the AFRS CoP located at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

Chapter 2

GROUP FM AND SQUADRON RESOURCE ADVISOR (RA) RESPONSIBILITIES

2.1. Group FM General Responsibilities. Operates as a mini-comptroller squadron, requires functional knowledge of all areas of FM and comptroller career field; responsible for daily budget execution and resource consumption of the group. Group FM has FM oversight of assigned squadrons and primary responsibility of decision support to group and/or squadrons responsible for maintaining a control log of all documents forwarded to group FM. Group FM must initiate weekly reconciliation of documents received and provide followup and/or feedback to group and squadron commanders. To minimize document flow, government purchase card (GPC) use is directed to the highest extent possible. Note: Applicant travel tickets, vehicle repair estimates, communications bills (bills that could not be paid via GPC) and meals & lodging (M&L) require unit level validation. Once documents are validated at squadron level, all documents are forwarded to Defense Finance and Accounting Service (DFAS) for processing via group FM.

2.2. Group FM Analysis Responsibilities. The following responsibilities listed are not all-inclusive, but provide a foundation for a solid FM program:

2.2.1. Assist group CCs establish spending priorities, set policies that achieve desired results at an acceptable cost, obtain required resources (fiscal and logistical), prepare execution plans (EP), and provide resource management training for RAs quarterly at a minimum.

2.2.2. Monitor and prepare budget estimates for inclusion into the group EP.

2.2.3. Develop obligation and expense targets and monitor the use of resources in daily operations.

2.2.4. Serve as the primary focal point during fiscal year-end closeout.

2.2.5. Know the details of the organization's cost, program, and fiscal requirements; understand the relationship between output and cost.

2.2.6. Understand management reports produced by the accounting system for operations and materiel management system. Interpret the management reports and recommend necessary actions to the commander.

2.2.7. Conduct analysis; determine how changes, additions, or revisions to programs affect requirements; and advise the staff.

2.2.8. Read and apply AFIs and directives pertaining to management of the responsibility center or cost center (RC or CC).

2.2.9. Receive and review annual and quarterly budget allowances.

2.2.9.1. Determine proposed distribution of the budget allowance.

2.2.9.2. Receive FMB approval of final funds distribution.

2.2.9.3. Ensure approved program is loaded correctly by host accounting activity.

2.2.9.4. Establish a plan to ensure highest priority requirements are funded within the allowance received.

- 2.2.9.5. Institute controls to prevent fraud, waste, abuse (FWA).
- 2.2.9.6. Institute controls to stay within the group's annual funding.
- 2.2.9.7. Perform monthly execution analysis:
 - 2.2.9.7.1. Compare actual expenses with targets.
 - 2.2.9.7.2. Analyze target deviations and determine causes.
 - 2.2.9.7.3. Reprogram funds (if necessary) with FMB approval.
 - 2.2.9.7.4. Fine-tune plan to stay within annual funding.
 - 2.2.9.7.5. Submit unfunded requirements to AFRS.

2.3. Accounting Responsibilities. Accounting responsibilities are listed as: Note: Other tasks may be required by group, host, or DFAS-operation location (OPLOC).

- 2.3.1. Is the focal point with the host base Financial Management Accounting Liaison Office (FMALO) and DFAS-OPLOC.
- 2.3.2. Be familiar with the accounting system for operations.
- 2.3.3. Ensure adequate fiscal controls are maintained and accounting techniques are employed to properly account for appropriated funds.
- 2.3.4. Be familiar with and/or have access to the operating system to accomplish FM mission: commanders resource integration system, speed pay web bill, electronic document management, electronic data access, electronic file room, general accounting and finance system (BQ), automated business services system (ABSS), and the standard base supply system.
- 2.3.5. Be the group's focal point for inputting documents into the accounting system.
- 2.3.6. Ensure adequacy and correctness of reports.
- 2.3.7. Correct system errors and resolve problems.
- 2.3.8. Ensure host FMALO books and OPLOC records are accurate. Note: These are the official Air Force accounting records and the source of the official status of funds received.
- 2.3.9. Process all accounting documents promptly.
- 2.3.10. Perform monthly reconciliation and validation of all accounts.
- 2.3.11. Continually prepare for end-of-month, end-of-quarter, and end-of-year closeouts.

2.4. Reconciliation and Validation Requirements. Financial analysts are responsible for managing squadron funds effectively and ensuring accounting records are accurate. The following reconciliation and validation requirements must be met:

- 2.4.1. The annual obligation authority reflected on the operation budget ledger (OBL) must agree with the operating budget allowance document (OBAD).
 - 2.4.1.1. Research discrepancies immediately. Use selective transaction history listing in the Commander Resource Integrated System (CRIS) to locate posting errors and out-of-balances.

2.4.1.2. Coordinate with host FMALO; valid OBAD.

2.4.1.3. Document errors immediately.

2.4.1.4. Notify AFRS of any problems.

2.4.1.5. Ensure current and prior year targets are loaded properly.

2.4.2. Refer to funding guidance to determine appropriate element or expense identification code (EEIC) level.

2.4.2.1. Ensure RC/CC and EEICs are authorized for use with program element code (PEC).

2.4.2.2. Take notice to specific “allowances and fences” stated in OBAD.

2.4.3. Maintain documentation files for all open items with a balance identifier of “C,” “O,” or “U.”

2.4.3.1. Maintain hard copy documentation in files.

2.4.3.2. Reconcile host FMALO open document listing (ODL) to unit files at least monthly.

2.4.3.3. Document discrepancies and follow-up actions.

2.4.3.4. Transfer documentation to permanent historical files following finalization of the transaction and a balance ID “E” is reflected on the OBL/ODL. Beware of straight pay transactions and irregularities in host accounting system.

2.4.4. Update miscellaneous obligation reimbursement documents (MORDS), and records only current and/or validated obligation data.

2.4.4.1. Update estimates when actual costs are known.

2.4.4.2. Ensure current estimates are input timely to reflect accurate status of obligations.

2.5. Squadron RA General Responsibilities. The focal point for squadron level FM requirements, and liaison between squadron and group FM. Must have a general knowledge of FM in order to manage the daily budget execution and resource consumption at the squadron. The RA maintains a control log of all documents forwarded to group FM. Reconciles with group FM weekly ensuring all documents are received and processed. Works closely with group FM ensuring all documents are processed through the accounting system in a timely manner. To minimize document flow, GPC use is directed to the highest extent possible. Defense Travel System (DTS), government travel card (GTC) individual billing accounts, out-of pockets, centers of influence (COI), and GPC programs are managed at squadron level. Note: Applicant travel tickets, vehicle repair estimates, communication bills (bills that could not be transferred to GPC), M&L require squadron level validation. Forward to group FM for processing at DFAS once documents are validated at the squadron.

2.5.1. Squadron RA Responsibilities:

2.5.1.1. Assist commanders establishes spending priorities, enforces policies that will achieve desired results at an acceptable cost, obtains required resources (fiscal and logistical), and prepares financial plans.

2.5.1.2. Monitor and assist preparation of budget estimates for inclusion into the group execution plan.

2.5.1.3. Assist development of obligation and expense targets, monitors the use of resources in daily operations (such as quarter temporary duty (TDY) projection list, GPC program execution rates and reconciliation, marketing, and applicant travel, etc.).

2.5.1.4. Is the primary focal point for the group during fiscal year-end closeout.

2.5.1.5. Determine proposed distribution of the budget allowance.

2.5.1.6. Institute internal controls to prevent FWA.

2.5.1.7. Enforce controls to stay within the squadron's annual funding.

2.5.1.8. Assist group FM analyze target deviations and determine cause.

2.5.1.9. Submit unfunded requirements to group FM.

2.5.2. Accounting or Reconciliation Responsibilities:

2.5.2.1. Ensure adequate fiscal controls are maintained and accounting techniques are employed to properly account for appropriated funds.

2.5.2.2. Ensure adequacy and correctness of reports.

2.5.2.3. Validate all accounting documents promptly and forwards to group FM for processing.

2.5.2.4. Perform monthly reconciliation and validation of all accounts with group FM.

2.5.2.4.1. Government Purchase Card (GPC) use is directed to the highest extent possible in order to simplify programs and the payment process.

2.5.2.4.2. Cardholders and approving officials are required to maintain accurate and/or updated GPC logs.

2.5.2.4.3. All accounts must be reconciled monthly by cardholders, approving officials, and group FM.

2.5.3. Unit Budget Status Report (UBSR). The squadron resource advisor will report all GPC charges for the month by completing page 2 of the UBSR.

2.5.3.1. Provide feedback to group FM on variances and/or fluctuations in the operational budget.

2.5.3.2. Complete page 4 of the UBSR listing prioritized unfunded requirements.

2.5.3.3. Complete page 5 of the UBSR listing civilian personnel actions.

2.5.3.4. Examples of UBSRs, UBSR Job Aid, and UBSR instructions are located on AFRS CoP in the UBSR folder at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

2.6. Group and Squadron Participatory Financial Management. FM is a function of command, decentralized to the maximum extent possible. As a rule, financial responsibility is delegated to managers who have control and knowledge of daily operations of functional areas. The primary goal of participatory FM is to ensure effective use of Air Force resources. Key command staff and functional area managers are included in attaining this goal.

2.7. Financial Management Board (FMB). The FMB is a vital part of the overall management process. It is a means for organizational personnel to voice financial needs and assist in managing squadron's financial resources. More importantly, through the FMB, the commander can make decisions concerning competing interests for limited financial resources. The group CC may appoint additional FMB members by a memorandum.

2.7.1. FMB Members. Each group FM team is made up of the following:

- 2.7.1.1. Commander - chairman.
- 2.7.1.2. Operations flight commander - member.
- 2.7.1.3. Superintendent - member.
- 2.7.1.4. Production superintendent – member.
- 2.7.1.5. Support flight commander - member.
- 2.7.1.6. First sergeant - member.
- 2.7.1.7. Squadron commanders - members.
- 2.7.1.8. Group financial analyst - recorder.

2.7.2. FMB Responsibilities. Principal duties and responsibilities of the FMB are listed below. This list is not all-inclusive. All members must be aware of the responsibilities as an FMB member.

- 2.7.2.1. Develop, review, and approve requirements for inclusion in annual EP and/or spend plans identified by EEIC.
- 2.7.2.2. Review fund distributions received from higher levels and make distribution of funds to lower organizational levels. Identify programs deferred, reduced, eliminated, or moved to the unfunded portion of the operating budget until additional funding is received.
- 2.7.2.3. Review and approve status of financial programs funds constantly relating these funds to remaining requirements.
- 2.7.2.4. Identify and brief planned versus unplanned obligations.
- 2.7.2.5. Approve target adjustments and reprogramming actions.
- 2.7.2.6. Ensure financial data is in appropriate detail to permit effective oversight.
- 2.7.2.7. Maintain program balance among all activities competing for available resources.
- 2.7.2.8. Fund programs on a sound priority basis to permit accomplishment of mission objectives.
- 2.7.2.9. Maintain an up-to-date prioritized list of unfunded requirements.

2.7.2.10. Conduct FMB meetings once each quarter at a minimum. Provide agendas to FMB members prior to the meeting. Depending on the financial situation of the squadron, additional frequent meetings may be required. Maintain meeting minutes of all FMB meetings. Note: Any out-of-cycle or mini FMB actions (CC approved reprogramming, CC approved emergency equipment purchase, etc.) must be formally briefed at the next FMB meeting.

2.8. Commander. Group and squadron commanders are responsible for the development of financial plans and executing in the most cost efficient manner. The commander also will:

2.8.1. Appoint a resource advisor in writing.

2.8.2. Set the tone through demonstration and encourage efficient use of resources in daily activities and decisions.

2.8.3. Support the participatory FM philosophy, and encourage all assigned personnel to be actively involved in the resource management process.

2.8.4. Consider all resource demands, and ensure the financial programs are balanced and prioritized.

2.8.5. Ensure valid unfunded requirements are communicated to the AFRS via group.

2.9. Flight Commander, Recruiting Support Division (RSS) Responsibilities. RSS is responsible for FM and ensures the FM continuity in the absence of the FM or RA. Appoints the alternate RA in writing and documents all training.

2.10. Finance and OPLOC Liaison Responsibilities. An important task is acting as a liaison between the various support agencies and the group. Ensuring and providing top quality customer service to our customers.

2.11. Customer Service. Squadron personnel must contact their local financial services office to coordinate basic allowances for subsistence (BAS), basic allowance for housing (BAH), cost of living allowance, and family separation allowance.

Chapter 3

FUNDS MANAGEMENT

3.1. Funding Procedures. HQ AFRS/FM issues annual funding guidance to group CCs. Each group is issued a fund authorization on an OBAD. HQ AFRS/FM authorizes funds for current quarter and fiscal year and identifies any specific allowances and/or fences.

3.1.1. The OBAD lists allowances for all quarters. Documents only need to list current quarter cumulative and annual allowances. Note: Quarterly targets are not effective until the first day of the applicable quarter.

3.1.2. Authorizations are based on annual financial plans, quarterly phasing reports, historical data, and approved programs. Continually analyzes approved funding to ensure the proper program execution and alignment.

3.1.3. If funding is inadequate to accomplish the mission, an unfunded requirement must be identified to the FMB, approved, prioritized, and submitted to AFRS on the monthly UBSR. Note: Explore reprogramming as a first option. The lowest priority items may have to be deferred into the following fiscal years.

3.1.4. Each funding document issued by AFRS to the group will either be supported by a list of cumulative targets or a statement in the remarks column when there are only a few changes.

3.1.5. Annual targets for EEIC 47102 leased unaccompanied housing (LUH), EEIC 75637 M&L and PEC 81712F are fenced programs. Reprogramming requires AFRS approval. All other targets may vary from AFRS distribution, but units must have documented FMB authority on hand to allow reprogramming and management of programs consistent with Air Force policy.

3.1.6. Load targets in even hundred dollar increments where obligations are incurred.

3.1.7. The total operating budget allowance (OBA) each quarter is a limitation. The limitation must not exceed the bottom line (total OBA) of the funding document, and must be reconciled monthly with the hard copy source document.

3.1.8. When funding documents are received, ensure all targets are loaded into the general accounting funds system.

3.2. Forecasting. A critical task of resource management is forecasting financial requirements and updating those forecasts monthly as the fiscal year progresses. This regulation covers specific rationale for tracking and forecasting execution and funding requirements in the programs. Make liberal use of every financial or resource management product made available from your host FMALO, OPLOC, or other support agencies.

3.3. Budget Execution. After initial distribution is performed, budget execution (the systematic consumption of approved programs) begins. Financial managers have a key role in ensuring approved programs are used for intended purposes.

3.4. Reprogramming. A liberal reprogramming policy is necessary to allow units to meet changing mission requirements or emergencies. Groups may transfer funds among EEICs, unless specifically prohibited in the funding document. Recruiting groups are allowed maximum flexibility within certain administrative constraints in reprogramming actions; however, these actions must be logical, defensible, FMB approved, and reported accurately on the monthly UBSR.

3.4.1. Significant reprogramming actions may signal a change in the way the group is doing business, or may be the result of a major price change in a critical squadron program.

3.4.2. If reprogramming generates an unfunded requirement, cite the circumstances causing the reprogramming in your narrative statement supporting the unfunded requirement.

3.5. Program Element Codes. PECs listed below are authorized for use within Recruiting Service.

3.5.1. PEC 81711F. Use PEC 81711F (Recruiting Activities) with the following EEICs:

3.5.1.1. EEIC 39X, Civilian Pay.

3.5.1.2. EEIC 409, TDY Travel.

3.5.1.3. EEIC 40962, Applicant Travel.

3.5.1.4. EEIC 43504, Vehicle Rental.

3.5.1.5. EEIC 435ZZ, Vehicle Repairs.

3.5.1.6. EEIC 44X, All Comm (fixed, tolls, cells, internet service providers).

3.5.1.7. EEIC 446, Postal.

3.5.1.8. EEIC 46X, Transportation.

3.5.1.9. EEIC 473, Leased/Rental Equipment.

3.5.1.10. EEIC 480XX, Utilities.

3.5.1.11. EEIC 50X, Print (non-advertising).

3.5.1.12. EEIC 553, Training.

3.5.1.13. EEIC 56X, Equipment Maintenance.

3.5.1.14. EEIC 75637, M&L.

3.5.1.15. EEIC 75638, Base Support Costs.

3.5.1.16. EEIC 55950, Contract Physicals.

3.5.1.17. EEIC 40983, Road Tolls.

3.5.1.18. EEIC 55921, Out-of-Pocket.

3.5.1.19. EEIC 55920, Center of Influence.

3.5.1.20. EEIC 559XX, Miscellaneous Contract Services.

3.5.1.21. EEIC 59800, Suggestion Awards.

3.5.1.22. EEIC 61950, GPC.

3.5.1.23. EEIC 6XX, Supplies and Equipment.

3.5.2. PEC 81712F. Use PEC 81712F (Advertising and Promotion) with the following EEICs:

3.5.2.1. EEIC 50X, Printing (directly related to advertising).

3.5.2.2. EEIC 50401, Advertising.

3.5.2.3. EEIC 6XX, Supplies and Equipment (directly related to advertising).

3.5.3. PEC 88744F. Use PEC 88744F (Leased Family Housing) with the following EEICs:

3.5.3.1. EEIC 47102/3, Lease Family Housing.

3.5.3.2. EEIC 480ZZ, Purchased Utilities.

3.5.4. PEC 39999F. Use PEC 39999F for all summary EEICs (39X, 6XX). Use during interfaces and with EEIC 409 for recording travel advances. Note: Use PEC 89999F with all prior year EEICs (except prior year pre-obligation authority in 609 and 618 use PEC 81711F).

3.6. Fund Code (FC) 30 – Operations and Maintenance, Air Force. Funding for the recruiting mission falls under FC 30, Budget Activity Code 03, Training and Recruiting. AFRS manages all programs that fall under this FC with the exception of FC 3Y.

3.7. Fund Code 3Y – Family Housing Operation and Maintenance. For military family housing (MFH) lease payments use PEC 88744F, Project Code 725, FC 3Y. For repairs, with specific approval from AFRS, use Project Code 726. See the AFRS for general payment guidance on this program at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

3.8. Obligation of Quarterly and Annual Budget Allowance. The group budget is provided with both annual and cumulative quarterly allowances specified. Recruiting groups must plan to operate throughout the fiscal year on the annual program, and manage the quarterly program the same as the annual program.

3.8.1. It is important to understand quarterly allowances. Units are required to closeout the quarter with no more than a \$3,500 balance. Follow the methods listed to accomplish the closeout:

3.8.2. Review data and re-accomplish forecasts for each EEIC.

3.8.3. If expenses are projected larger than the allowance, contact AFRS, who may be able to provide additional quarterly funding.

3.8.4. If additional quarterly allowance cannot be obtained, reduce expenses. Fixed costs must be covered; identify variable or discretionary expense areas for these reductions.

3.8.5. Fixed costs are those items necessary for accomplishing the basic mission, such as, vehicle rental, recurring communication services, travel (TDY necessary to produce a set level of production), and miscellaneous front loaded contracts.

3.8.6. Variable costs are items that are affected by changes in levels of production, such as, increases in vehicle mileage, telephone prospecting, and miscellaneous front-loaded contracts.

3.8.7. Discretionary expenses are items that can be controlled by management actions, for example supply and equipment expenditures, and certain types of contracts.

3.8.8. Monitoring funds is an ongoing process; forecasts must be updated frequently. At the end of each month, reevaluate progress towards both quarterly and annual targets. Forecast requirements from present position through the end of the quarter, and continue the forecast through the end of the fiscal year.

3.9. Commitments. A commitment is a specific amount of current available funds reserved for funding specific obligations.

3.9.1. The primary commitment documents utilized in AFRS are:

3.9.2. AF IMT Form 9, Request for Purchase.

3.9.3. AF Form 4009, Government Purchase Card Fund Cite Authorization.

3.9.4. AFRS Form 1406, Request/Approval for Expenditure of COI Funds.

3.9.5. All commitments must be obligated in the accounting system prior to the end of the fiscal year. Public law prohibits carrying committed funds forward, and unobligated funds of this nature will be withdrawn by AFRS.

3.9.6. Submit purchase request (PR) for annual requirements early enough to be effective 1 October of the upcoming fiscal year, contact the FMALO for submission deadlines.

3.9.7. Closely monitor commitments to prevent over obligation of your budget authority.

3.10. Obligations. Obligations are orders placed, contracts awarded, services received, and similar transactions during a given period requiring payments during the same or a future period. A general review of obligation processing at a recruiting group are:

3.10.1. The basic forms of obligations within a recruiting group are materiel (supply and equipment) interfaces, travel orders, toll tickets, contracts, MORDS, and GPC billing statements. Detailed information will be explained later when discussing each EEIC.

3.10.2. MORDS are established in the host base accounting system for estimates of obligation on commodities, such as leased vehicles and telephone fixed and/or recurring charges. Mandatory: Utilize the standardized HQ AFRS/FM spreadsheets to track costs. Spreadsheets are located in the AFRS CoP at: <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

3.10.3. When a known obligation cannot be entered into the host accounting system prior to the end of the month, establish a MORD to reserve the funds. Enter all known reductions and/or refunds in obligations as identified to the group by the squadron prior to the end-of-month in which it was received.

3.10.4. Verify all obligations against the ODL at least monthly and adjust all incorrect amounts. High level management decisions are made based on information contained in the accounting system.

3.11. Prior Year. Review all prior year obligations monthly to verify their validity. Supporting documentation must be on hand to substantiate prior year obligations. If the gross obligations exceed prior year program, request additional funds from HQ AFRS/FM. (specifically, do not reduce a valid obligation to free up funds).

3.11.1. Ensure bottom line prior year targets are in agreement with the latest funding OBAD.

3.11.2. Take note of specific allowances and/or fences as stated on the OBAD. Operation within guidance is Mandatory.

3.11.3. Accomplish followup on outstanding obligations on a recurring basis to ensure outstanding obligations are closed out in a timely manner.

Chapter 4

PROFESSIONAL REFERENCES

4.1. Required Directives. Ensure the following directives, instructions, and regulations are accessible at all times (or users have reasonable access to them):

4.1.1. AETCI 32-6001, Government Leased Quarters (<http://www.e-publishing.af.mil/shared/media/epubs/AFI32-6001.pdf>).

4.1.2. AFI 65-601, Volume 1, Budget Guidance and Procedures (<http://www.e-publishing.af.mil/shared/media/epubs/AFI65-601V1.pdf>).

4.1.3. AFI 65-601, Volume 2, Budget Management for Operations (<http://www.e-publishing.af.mil/shared/media/epubs/afi65-601v2.pdf>).

4.1.4. DODFMR Volume 9, Travel Policy and Procedures (<http://www.dod.mil/comptroller/fmr/09/index.html>).

4.1.5. DODFMR Volume 10, Contract Payment Policy and Procedures (<http://www.dod.mil/comptroller/fmr/10/index.html>).

4.1.6. DODFMR Volume 14, Administrative Control of Funds and Antideficiency Act Violations (<http://www.dod.mil/comptroller/fmr/14/index.html>).

4.1.7. JFTR, Volume. 1, Joint Federal Travel Regulations – Uniformed Service Members (<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>).

4.2. Continuity Folders. An excellent source of job information is a continuity folder: Include an updated list of important telephone numbers in all continuity folders; all group FMers and RAs are required to maintain a collective source of references outlining basic duties and listing examples of routine and recurring documentations; use the HQ AFRS/FM CoP as an excellent source for examples and updated specific guidance at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>. Continuity folders are living documents requiring continued updating to ensure currency and effectiveness.

Chapter 5

REPORTS

5.1. Unit Budget Status Report. To streamline the reporting process, one report was developed to consolidate all AFRS monthly requirements. The UBSR consists of the status of funds, manual obligation tracks, unfunded requirements, civilian personnel work hours, and the quarterly fund target requirements. This five-page report is due to HQ AFRS/FM, via HQ AFRS/FM CoP or e-mail, no later than the 8th workday of each month with data from the preceding month. The UBSR eliminates a separate tasking for unit unfunded requirements and ensures AFRS have up-to-date financial information needed to respond to HQ AFRS/CC, AETC, and any Air Staff taskings. Refer to the HQ AFRS/FM CoP located at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1> for detailed instructions on completing the UBSR.

5.2. Execution Plan (EP). Each fiscal year in December - January, units are tasked to develop an operations and maintenance (O&M) execution plan. A “Call” will be issued by HQ AFRS/FM for the next fiscal year requirements. The EP is used to identify all projected requirements. Early identification of requirements will assist AFRS in developing a comprehensive EP for submission to AETC. Later in the fiscal year, July - August time frame, an additional tasking for fact-of-life (FOL) updates will be requested. The FOL is a review of the EP submission and identifies known changes that have a financial impact.

5.2.1. EP Overview. Provide a look ahead at the requirements for the next fiscal year.

5.2.2. Specific Preparation Guidance. AFRS will provide specific preparation guidance each fiscal year. The following are some general characteristics of an EP:

5.2.2.1. The Call. Provide call memorandums from AFRS requesting submission of EPs. Include guidelines, detailed instructions, assumptions, and samples for preparing the EP, provide due dates, specific formats and exhibits in the call. Send the call out to recruiting groups after initial distribution. The groups will then call their respective squadrons.

5.2.2.2. Commander's Statement. Summarize mission objectives, addresses unique problems, and discusses the impact of funding limitations. This statement gives the commander an opportunity to address concerns about proposed funding, mission changes, or any other factors affecting unit financial requirements.

5.2.2.3. Computation and Narrative Justification. Provide the substance for reviewers to draw conclusions and make decisions concerning the budget request. The narrative is the heart of the EP. Provide concise, informative, and factual justifications.

5.2.2.4. Effective EP Preparation. Prepare the EP as a primary spending plan for the upcoming fiscal year. The EP contains 3 years of operating plans and supporting financial data; the EP year, current fiscal year, and prior fiscal year. Develop plans for each successive year to ensure mission accomplishment in constantly changing recruiting and funding environments. The plan must be represented in the EP.

5.3. GTC Delinquency Reporting. Submit the GTC delinquency report monthly to HQ AFRS/FM. Conduct a 10 percent squadron audit quarterly of all accounts using the transaction activity report.

5.3.1. Individually Billed Accounts. Delinquency reports are due to FM by 1400 CST on the last workday of the month.

5.3.2. Past Due Accounts. Reference all past due accounts with an explanation listed on the spreadsheet.

5.3.2.1. Centrally Billed Accounts (CBA). Pay CBAs upon receipt of the bill. Inform HQ AFRS/FM of account payment status of all accounts listed on the CBA delinquency report, forwarded from HQ AFRS/FM.

5.3.2.2. Suspended Accounts. If the account is suspended, the unit must complete the FACT sheet and return to HQ AFRS/FM before account can be reinstated. Regardless if the CBA has received an extension, forward a new updated FACT sheet to HQ AFRS/FM indicating actions taken to bring the account current.

Chapter 6

EEIC DESCRIPTION AND ACCOUNT MAINTENANCE

6.1. EEIC 39X - Civilian Pay. Centrally track this EEIC. Costs do not go through the group budget. However, the RA must keep the group FM updated with the information on page 5 of the UBSR:

- 6.1.1. Date of assignment of new civilian.
- 6.1.2. Date of termination of any civilian.
- 6.1.3. Any periods of leave without pay.
- 6.1.4. Current vacancies listing the flight and efforts to fill the vacancy.

6.2. EEIC - 409 Mission Travel. Account for all TDY travel expenses under EEIC 409. Information in this section should not be construed as modifying the Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and the DoDFMR, Volume 9 that controls under all circumstances.

6.2.1. Guidance and Procedures. AFI 65-114, Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component, provides guidance on supplemental procedures for processing travel orders and claims for the Air Force as authorized in the DoDFMR, Volume 9, Chapter 1.

6.2.2. Authorized Expenses. Appendix "O," of JFTR and JTR regulates expenses authorized for DTS.

6.2.3. TDY Program Administration. All reviewers and approving officials must verify itinerary, travel and expenses, estimates and validate the letter of offer and acceptance (LOA) prior to stamping the TDY authorization and/or order. To accurately verify estimates, review the following:

6.2.3.1. Travel Days. Include the total number of TDY and travel days.

6.2.3.2. Appropriate TDY Locations. TDY locations are appropriate on base, in the city they are conducting official business or training. Servicing airports or closest major cities are not appropriate TDY locations.

6.2.3.3. Government Facilities. Use M&L facilities when available. Use is mandatory for all military members. See AFMAN 34-255 Directory of Government Quarters and Dining Facilities to check what M&L's are available close to the base. Note: The DTS approving official will make a determination if proportional Per Diem (government messing - all, some, or none) is applicable. See AFI 65-103, Temporary Duty Orders, Attachment 2, for additional information.

6.2.3.4. Government Transportation. Use government transportation whenever possible.

6.2.3.4.1. Privately Owned Vehicle (POV). The use of POVs for TDYs must be limited to the government travel request (GTR) constructive cost comparison, for long distance trips, only.

6.2.3.4.2. The servicing commercial travel office (CTO) must be used to arrange airfare.

6.2.3.4.2.1. It is mandatory to use the travel module in DTS to arrange airfare under the U.S. General Services Administration (GSA) contract schedule.

6.2.3.4.2.2. The servicing CTO should be contacted only when the itinerary changes while traveling, arranging airfare for invitational travel orders ITO, or during fiscal year crossover when travel starts on or a short period after 1 October.

6.2.3.4.2.3. Tickets purchased directly from a non-contract travel agent or common carriers are not reimbursable when the trip is cancelled. Use of unit funds is not authorized to reimburse travelers under these circumstances.

6.2.3.5. Special Authorizations. Authorizations must have a valid cost comparison and approval by the DTS approving official.

6.2.3.5.1. Include the appropriate authorization statement DTS under Additional Authorizations. Examples of special authorizations are: rental car, non compact rental car and POV limited to constructive GTR costs.

6.2.3.5.2. Actual expense allowance (AEA) for lodging. The JFTR and JTR allow the approving official to authorize up to 300 percent AEA.

6.2.3.6. Nurse and/or Doctor Tours. Tours are funded at the discretion of the squadron commander. Commanders may authorize all or part of expenses (such as, per diem, travel, billeting, etc.). If authorized, issue the applicant ITOs. Refer to the JTR, Volume, 2, Department of Defense Civilian Personnel, Chapter 7, Reserved. These are manual orders and not processed through DTS. Follow-up on unresolved orders with host FMALO and document all actions.

6.2.3.7. Health Professions Applicant Travel (HPAT). Applicant travel is funded with unit funds to tour their first permanent change of station assignment. Squadrons issue ITO's for travelers after following coordination procedures with AFRS. Contact your officer accessions team members for additional information on this program.

6.2.3.8. Travel to Medical Appointments. Personnel that must travel to a base for medical and/or dental appointments or physicals are funded by the servicing medical treatment facility (MTF). Coordinate with the MTF's resource management flight for current guidance on obtaining orders and/or DTS funding authorization and LOA.

6.2.3.9. Conference or Registration Fees. Fees in conjunction with AFRS conferences, meetings, or squadron annuals are not authorized. AFRS conferences and/or workshops do not meet the criteria established for authorized conference or registration fee reimbursement.

6.2.3.10. Professional Military Education (PME). Coordinate PME, squadron officer school, non commissioned officer (NCO) academy, senior NCO academy, and airman leadership school) through Military Personnel Flight formal training. Fund all TDY costs from a central account maintained at AETC. Government or rental car approval is not authorized.

6.2.4. PME Graduation Ceremonies. The commander's, first sergeant's, and command CMSgt's duty requirement is to represent the squadron or the command at PME graduations. Funds for TDYs are authorized for them or their designated representative. Per AFI 36-3003, Military Leave Program, Table 7, Item 37, and paragraph 12.8.5; permissive TDY (PTDY) is authorized for the individual's supervisor or their representative.

6.2.5. Defense Travel System Administration. Administer and maintain the DTS program as follows:

6.2.5.1. Organizational DTS Administrator (ODTA). The ODTA must be someone not responsible for reviewing, certifying, or approving official duties. The primary responsibility of the ODTA is to maintain administrative records in the defense travel administrator maintenance tool.

6.2.5.2. Approving Official (AO). The AO is limited to a three letter office symbol, such as the RSS, RSO, etc. The primary responsibility of the AO is to approve all orders and vouchers submitted for payment.

6.2.5.3. Reviewer. Review documents in DTS for validity of claim. Assign each unit different reviewers for each type of claim. Note: Examples would be the marketing NCO reviews COI local vouchers; flight chiefs review field recruiters TDY's and out-of-pocket expenses (OPE), etc. The primary responsibility of the reviewer is to ensure that the claims are valid for payment before it is forwarded to the approving official.

6.2.5.4. Certifier. Certifiers review documents for propriety of funds. The primary responsibility of the certifier is to ensure that correct funds are used for payment of vouchers. The AO may complete this function making this level unnecessary.

6.2.5.5. Budget Authority. If the echelon grants this permission, assign to the squadron RA. Do not exceed the quarterly or annual authority granted for the TDY program.

6.2.5.5.1. Maintenance of travel accounting records is vital to group FM and the squadron RA operations, and is necessary for the success of the travel program. There are several steps that must be taken into account to ensure proper program management.

6.2.5.5.2. All units will develop a TDY plan. The plan is reviewed and approved by the FMB on a quarterly basis. Planned vs. unplanned must be analyzed to ensure a sound program.

6.2.5.5.3. All vouchers are required to be filed within 5 duty days, using established DTS training aids. Maintain a spreadsheet of all orders and/or vouchers while reviewing and approving all orders and/or vouchers. This allows completeness and accuracy of all travel vouchers and provides the ability to establish and maintain a viable tracking system.

6.2.5.5.4. Review vouchers to ensure that meals provided by COI events have been claimed as a deductible meal expense while TDY. The marketing NCO must provide the approving official a list of military members with a deductible meal for COIs.

6.2.5.5.5. Ensure vouchers are stamped Signed within 5 days after completion of TDY. In the event the voucher is not signed by the 5th day, the squadron RA will

contact the member for completion of voucher or cancellation if TDY was not performed. The squadron RA will then annotate their spreadsheet accordingly.

6.2.5.6. The Group FM. The group FM will reconcile the travel program on a monthly basis. group FM will suspense the squadron RA for resolution of overdue travel orders and/or vouchers. Perform the following to reconcile the travel program:

6.2.5.6.1. Query the order by travel authorization number or social security account number in DTS. The travel tracking spreadsheet may also be used for status. Use the host base Financial Services Office (FSO) to follow up on overdue ITOs.

6.2.5.6.2. An order in the accounting system not reflected in DTS is called an unmatched record. If the record is invalid, contact the host FMALO and have the order removed from the accounting system.

6.2.5.7. The Squadron RA. The Squadron RA is required to forecast mission travel requirements. Squadron leadership and flight chiefs generally require travel by squadron personnel; they are the major points of contact when creating travel requirements. Historical data and known mission changes are essential when identifying requirements. If there are no known major mission changes in the current year and future years, the expenses should remain relatively stable.

6.2.5.8. The Unit Commander. Has approval authority for conferences, workshops, and annual training meetings conducted in government facilities. All conferences and/or meetings held in non government locations due to non availability or non accessibility of government facilities are routed through the group CC and approved by HQ AFRS/CV, if any cost are incurred.

6.3. EEIC 40962 - Applicant Travel Bulk Purchases. Use this EEIC to pay transportation expense for applicant processing. This program is divided into two parts: non-prior services (NPS) applicants and delayed entry program (DEP) applicants. Costs associated with NPS applicant travel are paid using unit funds. Costs associated with DEP applicants are paid using a centrally managed allotment (CMA). These purchases are made using a CBA, invoiced by the bank holding the account and paid for by SF 1034, Public Voucher for Purchases and Services Other Than Personal.

6.3.1. AF IMT 406. AF IMT 406, Miscellaneous Obligation/Reimbursement Document, MORD subject matter area (SMA) is established at the beginning of October for NPS and DEP for the quarter based on estimates and increased on a quarterly basis or as needed for the costs associated with NPS. The NPS MORD will cite recruiting funds; the DEP MORD will cite the CMA account: 57X3500 32X 5841.0M 525725.

6.3.2. Applicant Travel Process. Recruiters request tickets within the transportation carrier's online system to arrange transport or manually through the squadron logistics. Logistics personnel will approve the request online or make the purchase manually. Squadron logistics personnel will maintain a log of tickets purchased each month for reporting and reconciliation purposes. The logistics section must reconcile the invoice monthly to the record of transportation requests. Research and resolve any discrepancies by logistics to correct the problem as soon as possible. Annotate the monthly expense on the applicant travel spreadsheet for tracking and reporting to group FM for update and/or completion of the UBSR.

6.3.3. Applicant Travel Payments. This program is paid on a “pay and confirm”. The squadron RA will forward a copy of the bill each month to group FM. The squadron logistics will work with the vendors to correct any billing errors. Corrections will be present in future billings. Group FM will attach required DFAS information, and submit invoice to DFAS for payment.

6.4. EEIC 43504 – GSA Vehicles. Use this EEIC to charge for leased vehicle rental and mileage costs. Charge all other vehicle costs, such as accidents or damages, EEIC 43301. Bill charges automatically each month through the intra-governmental payment and collecting (IMPAC) system. Establish a MORD in post code G in anticipation of these charges. Establish the MORD amount based on historical data, mileage reports, and any known mission or price changes. Establish MORD increases quarterly and adjust after actual amounts are known.

6.4.1. Vehicle Maintenance Payments. Each organization has a billing office account code assigned by GSA. This number is referenced by all systems used for the vehicle maintenance payment and/or billing process.

6.4.2. Fleet Speed Pay. Fleet speed pay was established to alleviate delinquent billings between GSA and Department of Defense Agencies. Use this system to apply the correct line of accounting and MORD number to post payments by DFAS through IPAC. Speed Pay also provides the ability to download billing information, copies of billing statements, and generate reports. Access at <http://drivethru.fss.gsa.gov/drivethru/drivethru/>. Speed pay is a component of the GSA fleet drive-thru system which also offers two other applications:

6.4.2.1. Reports Carryout. Provides an inventory of vehicles assigned.

6.4.2.2. Collision, Repair, Accident and System. History allows GSA fleet customers to track accident activity.

6.4.3. GSA Billings. View GSA billings through GSA Web-Bill: <http://finance-kc.gsa.gov/webbill/>. See attached breakout by vehicle number of all the charges. See Table 6.1 for billing code and description. Each vehicle number will have a billing code specifying what the charges are for. This program is paid on a “pay and confirm basis.” Logistics must contact GSA to have errors corrected on a later billing.

Table 6.1. GSA Fleet Management Billing Codes.

I T E M	A	B
	Billing Code	Description
1	A1	Regular vehicle
2	D1	Temporary vehicle
3	V3	Accidents
4	X1/X2	Unauthorized charges (note)
Note: Unauthorized charges must be validated by RSSL.		

6.5. EEIC 435ZZ – Vehicle Repair/Miscellaneous Charges. Charge this EEIC for the cost to repair vehicles for damages incurred by accidents, vandalism or theft. Bill charges automatically each month through the IPAC system. Establish a MORD in PC G in anticipation of these charges. The group FM must ensure that the vehicle repairs MORD is loaded into the Fleet Speed Pay system so that charges are completed electronically. Identify these costs separately under billing codes V3, X1, or X2. GSA is responsible for acts of nature damage. Logistics should verify all repair costs.

6.5.1. Vehicle Repairs Process. GSA notifies logistics of repairs via GSA Form 2556, Miscellaneous Charges and Adjustments. Logistics forwards GSA Form 2556 to group FM immediately. The group FM establishes and/or increases the vehicle repair MORD for the amount of damages listed on the GSA Form 2556. Once the obligation is established the group FM requests funding from AFRS on the next UBSR. If a paper copy is received for vehicle damages, prepares the invoice for DFAS citing the funds and number of the pre-established MORD.

6.5.2. Reports of Survey for Vehicle Repairs. If the squadron receives a refund as the result of a Report of Survey, the group FM must credit the accounting classification that was used to make payment. Refunds may be collected via DD Form 1131, Cash Collection Voucher, or by payroll deduction. In cases of payroll deductions, complete a DD Form 139, Pay Adjustment Authorization, and send to servicing finance for processing.

6.6. EEIC 435ZZ – Part-time Vehicle Rental. Use this EEIC for renting vehicles on a part-time basis from civilian sources. Coordinate with GSA and the contracting office for the rental of commercial vehicles on a part-time basis. Do not use this for GSA vehicles rented on a part-time basis. Utilize this EEIC to rent a bus for a squadron sponsored tour at a local Air Force base.

6.7. EEIC 44600 – Postal and Express Mail Service. Use postal and express mail services for all expenses and overnight mail charges (examples, FedEx®, UPS™, and © 2009 DHL Worldwide GmbH).

6.7.1. Express mail and overnight delivery are authorized expenditures when pre-approved by the commander. The individual charges are debited to the GPC card after an account is set up with the company. The squadron's information manager (IM) or designee will reconcile the expenses monthly against the log of authorized expenditures and research and/or resolve any discrepancies.

6.7.2. Do not use personal funds to pay for the mailing or delivery of official documents. Exception: Under extreme circumstances when official mail services, postage metering, or contract service with the government are not available, the commander must give prior approval to an individual to expend personal funds. The IM will assign a control number for each item or package. This process should not be used for convenience. Make claims for reimbursement via SF 1034 or local voucher in DTS depending on host base procedures. Annotate the control number for the approved expenses on the claim form. Use EEIC 462 on SF 1034 and EEIC 55921 in DTS.

6.8. EEIC 46X – Other Transportation Charges. Cover local drayage, handling, transfers of supplies and equipment and other charges incurred due to relocation of recruiting offices.

6.8.1. Methods for obtaining transportation for relocations:

6.8.1.1. Truck rental from GSA is permitted on a daily basis. A fuel card may be requested at the time of rental.

6.8.1.2. GPC may be used to rent commercial vehicles through a local vendor if approved by the servicing contracting office. All governing GPC guidelines apply.

6.8.1.3. Another option is to process a purchase request AF IMT 9, Request for Purchase, through ABSS, routed through the servicing contracting office to hire local movers.

6.8.2. Costs for do-it-yourself-moves for the leased unaccompanied and family housing programs are charged to the squadron. This expense must be identified on page 4 of the UBSR for reimbursement.

6.9. Leased Housing and Purchased Utilities. There are two types of leased housing: LUH and MFH. Squadron logistics personnel will maintain all leased housing contracts. The group FM will manage all payments concerning leased and utility payments.

6.9.1. EEIC 47102 - Leased Unaccompanied Housing. Use this EEIC for the monthly rental charges incurred under the LUH program under fund code 30 O&M. AETCI 32-6004, Unaccompanied Student Officer Quarters Management, governs the program. Prior to any payment, a lease must be negotiated and let by the Army Corps of Engineers (ACoE). Since leases are fully funded, HQ AFRS/FM must be contacted if changes occur.

6.9.2. EEIC 47103 - Military Family Housing. Use this EEIC for the monthly rental charges incurred under the MFH program – FC3Y. AETCI 32-6001 governs this program. Before any payment is issued, a lease must be negotiated and let by the ACoE. These leases are fully funded via a FC 3Y-funding document. If there are changes to your MFH program, contact HQ AFRS/FM for funding adjustments.

6.9.2.1. Funding for LUH and MFH are fenced. Take careful action to ensure the LUH costs are properly charged to FC30 and MFH costs are properly charged to FC3Y. The unit will receive additional funding as needed (new leases or rent increases). Likewise, if leases are terminated before the end of the fiscal year, funding will be withdrawn by HQ AFRS/FM.

6.9.2.2. Under both programs, the member is responsible for notifying the unit of changes in his or her status in a timely manner.

6.9.2.3. For governing instructions for funding use AFI 65-604, Appropriation Symbols and Budget Codes (Fiscal Year 2009), AFI 65-601, Volume 1, Chapters 3 and 21; and payment guidance in DoDFMR 7000, title 14-R, Volume 10.

6.9.2.3.1. Recruiting Support Squadron Logistics (RSSL) will complete the Housing Office/Billeting Official section of AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination, by annotating the assignment or termination of housing, sign, and date the form, and forward to the squadron RA. The squadron RA will ensure the member's BAH is stopped effective the day before to effective date of the lease by forwarding the AF Form 594 to the servicing FSO.

6.9.2.3.2. HQ AFRS/R SX will administer funding for ACoE overhead and/or administrative costs incurred in negotiating leases. Please refer inquiries for these costs to HQ AFRS/R SX.

6.9.2.3.3. Establish MORDs for payment of rent and utilities on a quarterly basis according to <https://dfas4dod.dfas.mil/library/pubs/dfasde70004r.pdf> (Interim Guidance on Accounting for Obligations). Lease terms and amounts are specifically spelled out in the lease. Each lease is reviewed to determine the duration of the lease, the termination clause, and if utilities are included in the lease payment.

6.9.2.3.4. Payment processing for all leases is initiated via letter to the appropriate payment office. The letter must arrive no later than the 20th of the month to ensure payment is made prior to the last day of the month. These procedures may have to be adapted to meet local host requirements. In October of each year ensure the respective payment office has a copy of each lease and any amendments in their file as supporting documentation for payments against each MORD. Squadron logistics must also maintain a copy of the lease.

6.9.2.3.5. Payment to lesser is always in advance as stipulated in the lease agreement signed by the lessee. Ensure the payment is received before the beginning of the month or by the date indicated in the lease agreement.

6.9.3. EEIC 480XX – Purchased Utilities. If utility charges are not included in the lease, use this EEIC to cover any utility charges associated with the LUH FC30 and Leased Family Housing FC3Y programs.

6.9.3.1. For GPC payments the group must establish a GPC checking account for utility payments. Establish an AF IMT 4009 based on estimated costs for the quarter. Payments are made for current monthly charges only. Annotate the check number used to pay each invoice and maintain a copy in the cardholder's file. Charges for a time period beginning in one fiscal year (FY) and ending in the subsequent FY are charged to FY of the statement date of the invoice.

6.9.3.2. Send the invoices for the utility payments directly to group FM. All accounts must identify the Air Force as the billing office; not the member.

6.10. EEIC 559ZZ – Contracts. AF IMT 9 is used for single purchases of items exceeding \$3,000 and services exceeding \$2,500, annually. GSA schedules are limited to \$25,000.

6.10.1. Contact group FM to verify host contracting office procedures.

6.10.2. Include type of contract, required forms, and renewal procedures. The three types of contracts and their definitions are:

6.10.2.1. Requirement Contract: A contractual agreement to provide an unspecified quantity at a set price for a fixed period of time. The established rates are charged by a vendor during the life of the contract. No funds may be expended directly on this document, and no order can be placed on it. Contracting issues a blanket delivery order (BDO) against a requirement contract in response to an expressed need in order to make a purchase.

6.10.2.2. Blanket Delivery Order: A BDO is placed against a requirements contract. At the beginning of each quarter, a PR is processed to increase the funds on the current BDO or establish a new BDO for the current quarter.

6.10.2.3. Blanket Purchase Agreement (BPA): A BPA does not lock vendors into a set price. As a requirement arises, an order is placed with a vendor, but the price will not be guaranteed. Normally several BPAs are cut at the same time to ensure fair competition among vendors.

6.10.3. For guidance concerning purchase orders of single purchases for services, use EEIC 559XX, Miscellaneous Contractual Services (paragraph 6.24). See the appropriate EEIC guidance for single purchases of bulk supplies (619); equipment or furniture (628); or computers (637).

6.10.4. AFRS authorizes furniture replacement and computer purchases. These are normally purchased by AFRS on an attrition basis.

6.10.5. For additional guidance, contact the host group contracting office.

6.11. EEIC 473 - Equipment Rental. This EEIC covers rental of equipment costs that do not fall under any other category.

6.11.1. Rental of equipment to include:

6.11.1.1. Postal meter heads.

6.11.1.2. Copiers through GSA.

6.11.2. Equipment rentals should be procured using GPC. Contracts through host contracting office for annual cost exceeding \$3,000 for non-GSA schedule companies.

6.11.3. Whenever possible, items are rented annually and a lease vs buying analysis is accomplished.

6.11.4. Recruiting Squadron Support Information Systems (RSSI) and/or RSSL provide estimates of projected squadron equipment rental requirements during the FY.

6.11.5. For vehicle rental use:

6.11.5.1. Part-time vehicle rental, see EEIC 434.

6.11.5.2. Rental vehicle while TDY, see EEIC 409.

6.11.6. Booth rentals fall under EEIC 47101.

6.11.7. Rental of a moving truck for transportation of supplies and relocation of Air Force recruiting offices (AFRO) fall under EEIC 46X.

6.11.8. For additional guidance, go to AFI 65-601, Volume 1.

6.12. EEIC 44X – Communications. This area includes all commercial telephone, DSL/Internet, FTS-2001 contracts, and cellular phone costs. Note: EEIC 6XX outlines procedures for purchasing phones, dialers, and code-a-phones, etc. AETCI 33-101, Telecommunication Services Management for Air Force Recruiting Service (AFRS) and Air Force Reserve Officers Training Corp (AFROTC), governs this program. All communications contracts are done through RSSL. For commercial phone charges, a communication services agreement is done through RSSL with an AF IMT 1218, Request for Communications Service.

There are two ways to pay for services, MORD and GPC. Establish one MORD for each vendor in October based on estimates and increased each quarter or as needed. Monitor bills and payments through use of standardized MORD tracking sheet.

6.12.1. EEIC 442 – Defense Metropolitan Area Telephone System (DMATS). DMATS provides telephone service to DoD components through a single manager. Use this EEIC for common use communications services purchased only from DMATS. These charges are paid through a miscellaneous interdepartmental purchase request (MIPR), MORD, or GPC depending on the base.

6.12.2. EEIC 442 – Administrative Telephone Rental Charges, Commercial Recurring Charges, Installation and Relocation Charges or Commercial Toll Charges. These charges appear on the commercial phone bills. Bills are received at the squadron RSSL, certified, and sent to the group FM by the squadron RA. Direct any questions concerning bills to squadron RSSL.

6.12.3. EEIC 443 – Cellular Phone. Covers the cost associated with cellular phone expenses. There are Air Force BPAs available for several cell phone companies. Invoices are received by RSSL, then certified and forwarded to the group FM by the squadron RA.

6.12.4. EEIC 44800 – FTS-2001 Fixed Charges and Common Distributable Charges. This EEIC covers GSA fixed monthly rental charges for FTS phones, to include equipment and rental. This also covers common distributable charges, which appear on the FTS phone bill from GSA. This cost is usually billed monthly in arrears.

6.13. EEIC 44600 – Postal. This EEIC covers the cost of official mail, post office box rental, postal meter charges, and postal stamps for recruiter generated mail (RGM). This program is administered by the squadron IM. Charges are normally paid with the GPC.

6.14. EEIC 50X – Printing. Printing costs of non advertising items are charged to PEC 81711F; printing costs for advertising items are charged to PEC 81712F and must be pre-approved by HQ AFRS/RSM.

6.14.1. Non advertising is defined as administrative in nature and cannot be identified directly to an item that will be used by marketing personnel, such as, printing of training, informational packages, mass mail outs and other authorized reproduction requirements of an administrative nature.

6.14.2. Use EEIC 501(00) for local purchase printing and EEIC 502(00) for GSA.

6.14.2.1. Local Vendor for Printing. The squadron IM will submit the request to the local vendor. Use GPC for local vendor print jobs.

6.14.2.2. GSA. Requests for printing services are submitted by the IM on the appropriate form determined by the local printing office. Note: In some cases, the host base will require request for reproduction support be forwarded through them. If they cannot provide support, they will forward it to another GSA printing office for completion. Upon completion of the print job, your squadron IM will receive a copy of the print request with the finished product. The request with the finished product will reflect the actual cost of the print job, and the amount due. Use GPC for printing payments.

6.15. EEIC 56X – Purchased Maintenance of Computer Equipment. Use this EEIC to cover the cost of maintenance for memory typewriters, computer systems, and peripherals.

6.15.1. Refer questions about maintenance on your desktop computers to your squadron or group systems administrators (SA).

6.15.2. For maintenance that cannot be performed by the SA, pay-as-you-go with GPC or it may be more cost effective to purchase new equipment.

6.16. EEIC 569XX – Contract Maintenance. Fund maintenance contracts by the servicing base under the current support agreement. Fund all costs not covered by the support agreement with unit funds.

6.16.1. Support Agreement Funded Costs. Refer to the current support agreement, and coordinate with the host budget office to determine what repairs they will cover.

6.16.2. Unit Funded Costs. The squadron logistics office is the starting point for equipment maintenance request. All maintenance must be procured through the servicing contracting office via group FM. Each type of maintenance contract will have its own EEIC shred; they can be found online at https://afdd.afbudsys.disa.mil/afdd/query/coderst.cfm?stid_value=EL-191.

6.17. EEIC 75637 - Meals and Lodging. This program covers cost for the meals & lodging costs for all applicants processed through each military entry processing station (MEPS).

6.17.1. Each squadron has a dedicated CBA for this program. Payments for this program are on a pay and confirm basis.

6.17.2. The process for the M&L program is completed as follows and is accomplished every month:

6.17.2.1. The MEPS liaison logs applicants on the MEPCOM Form 727-E, Processing List (PL).

6.17.2.2. At the end of the month, the MEPCOM budget personnel provides the MEPS liaison two MEPCOM verification of monthly charges (one for lodging and one for meals) with a sum log (Daily Worksheet for M&L) of the total number of people who were charged for M&L based on the MEPCOM Form 727-E.

6.17.2.3. The MEPS liaison certifies the MEPCOM verification of monthly charges with the total amount due to the vendor (the total sum of applicants multiplied by rate per the pre-price agreement) are correct.

6.17.2.4. The MEPS liaison provides a signed copy of the MEPCOM daily worksheet for M&L and a letter with the totals to the squadron RSO point of contact.

6.17.2.5. The RSO validates charges and logs them into the HQ AFRS/FM tracking spreadsheet located on the HQ AFRS/FM CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

6.17.2.6. The RSO provides a copy of the MEPCOM daily worksheet for M&L, and verification of monthly charges letter to HQ AFRS/FM as soon they are validated or by the 15th of the following month, whichever comes first.

6.17.2.7. The squadron RA receives the billing statement.

6.17.2.8. The squadron RA provides the billing statement to RSO for verification of charges and sends a copy to group FM.

6.17.2.9. The group FM creates a receiving report and forwards to DFAS for payment.

6.17.3. The squadron RSO ensures charges are billed in an expedient manner and will inform the squadron RA of any problems (such as, over and/or under billings, charges not billed, etc.) and the actions taken to correct the problem. If bills have not been charged after a couple of months, RSO will call the vendor to identify the problem and have the vendor bill the account as soon as possible.

6.18. EEIC 75638 – Base Support. This addresses the cost of support provided under inter-service support agreements by host bases and/or posts. HQ AFRS/FM should review all support agreements prior to the commander signing as the approving official. Review the cost periodically to ensure charges are in line with the agreement. The group FM will include these estimated costs in the squadron's execution plan.

6.19. EEIC 55950 – Contract Physicals. This EEIC covers the cost of physicals required for medical applicants. Normally, physicals are performed at the MEPS or a local Air Force base at no charge; however, if services cannot be performed by MEPS or Air Force base, the services will be performed by a civilian physician. AFRSI 36-2001, Recruiting Procedures for the Air Force, outlines the procedures for attaining these services. Note: AFI 36-2001, Officer Training Program Examining Centers (OTPEC), explains the responsibilities for bases with the capability to perform physicals. Unit funds may be used to pay for M&Ls. To obtain contract physicals, program managers and flight chiefs must contact the squadron RA for funds approval. The civilian physician will send the invoice to the squadron RA and payment will be made by GPC.

6.20. EEIC 50401 - Local Advertising. The local advertising campaign takes the interest generated by the national program and promotes action by prospective applicants. This should result in leads and increased recruiting office traffic. Coordinating and integrating the national and local ad campaigns conveys a consistent, unified message and image. It ensures that we speak with a single voice in the most consistent, cost-effective manner possible.

6.20.1. HQ AFRS/FM, in conjunction with HQ AFRS/RSM publishes squadron advertising funds policy and guidance letter, annually. All advertising expenses are charged to PE 81712F. For additional guidance on local advertising, consult AFRSI 36-2001, Chapter 8.

6.20.2. Local advertising accomplished by squadrons includes:

6.20.2.1. Local radio advertisements.

6.20.2.2. Newspaper advertisement not available through the national program.

6.20.2.3. Billboard advertisement not available through the national program.

6.20.2.4. Sales promotional items (SPI); not available or above the distribution allowed through the HQ AFRS/RSMA order program.

6.20.2.5. Lead lists with cost greater than \$25. Lead lists \$25 and lower may be purchased by recruiters and reimbursed as an OPE.

6.20.3. HQ AFRS/RSM must approve all purchases other than lead lists.

6.21. EEIC 40983 – Road Tolls. Used to purchase advance tickets and/or tokens to pay toll charges for highways and bridges used by government owned vehicles (GOV) only.

6.21.1. The squadron purchases toll tickets and/or tokens for a set dollar amount in advance via GTC/SATO purchase card, GPC card or checkbook; there is no after-the-fact billing. Since these tickets and/or tokens are pre-purchased, the squadron ensures all unused tickets are returned for credit.

6.21.2. Some states offer a convenient pass device to be kept inside the GOV to electronically charge the toll toward a pre-established account whenever the vehicle passes through a checkpoint.

6.21.2.1. Squadron logistics personnel will maintain an inventory log and periodically reconcile the list.

6.21.2.2. Convenient pass invoices are sent to squadron logistics personnel for payment by GPC/SATO card or check.

6.22. EEIC 55921 – Out-of-Pocket Vouchers. The OPE program is designed to reimburse authorized individuals for expenses incurred while conducting official recruiting duty. Expenditures are governed by United States Code 428 and reimbursement is authorized by JFTR Volume 1, Uniformed Service Members, Part C, Reimbursement for Recruiting Expenses, paragraph U7030. All expenses will be charged to EEIC 55921 regardless of the expense.

6.22.1. Recruiters must be briefed on reimbursement limits and their responsibilities for filing an out-of-pocket voucher when they in-process the squadron and on a yearly basis thereafter. The commander support staff will brief procedures during the squadron in-processing and annually during the annual training meets.

6.22.1.1. Request for reimbursement should be via a DTS local voucher and will be limited to \$75 per month for authorized expenditures, except where there are unusual circumstances. The squadron commander or support flight commander should authorize these unusual circumstances in advance through e mail, DTS comment, MFR or any other documented means.

6.22.1.2. GTC Out-of-Pocket expenditures over \$75 are not authorized for reimbursement without the prior approval of the unit commander; each authorization must be approved on a case-by-case basis. If members do not have prior authorization from the unit commander, the GTC is not authorized for use.

6.22.2. OPE vouchers must be submitted within 5 duty days after the month being claimed. Per DoD Financial Management Regulation, Volume 9, Chapter 3, Department of Defense Government Travel Card ANNEX 1 (Statement of Understanding – Government Travel Charge Card Program) states, “Pay all charges upon receipt of the monthly billing statement through prompt filing of vouchers and election of split disbursement.” Only expenses for one calendar month can be submitted on each voucher. Ensure that receipts and other sufficient information are provided to justify claims submitted (such as, lunch provided for applicant, or etc.).

6.22.3. All receipts must be submitted with the claim regardless of cost. If the receipt is not available, member must submit a memorandum in lieu of receipt. A sample memorandum is located on the HQ AFRS/FM CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>.

6.22.4. Meal purchases should not exceed the following:

6.22.4.1. Limit \$10 per person for enlisted accession events (includes ROTC).

6.22.4.2. Limit \$20 per person for officer accession and influencer events.

6.22.4.3. Limit \$40 per person for critical officer specialty one-on-one events (determined by squadron commander), normally one single one-on-one event is authorized per prospective critical officer applicant.

6.22.5. All OPE expenses must be annotated in the recruiter's daily planning guide.

6.22.6. The SQ/CC or designee appointed in writing has approval authority for claims at squadron level.

6.22.7. The support flight commander may approve the SQ/CC's claims.

6.22.8. When approving claims, the AO must review the local voucher for completeness, reasonableness of items claimed, and accuracy. Any non-reimbursable item must be corrected, by stamping the local voucher RETURNED through DTS with comments as to why the local voucher was returned.

6.22.9. The following is a list of AUTHORIZED out-of-pocket expenses:

6.22.9.1. Administrative Fee Charges. Recruiters are authorized to obtain cash from ATMs for expenses required to perform official duties. Reimbursement of the administrative fee charge, presently 3 percent (or \$2, whichever is greater); of the total amount of the advance is reimbursable on the monthly voucher submission. Reimbursement of administrative fees is limited to withdrawals for out-of-pocket expenses only.

6.22.9.2. DEP Commander's Calls. A DEP Commanders Call Log is required with the voucher to verify the number of DEP personnel and guests. The recruiter must ensure only authorized guests are provided meals at DEP commander's calls.

6.22.9.2.1. Because military members receive BAS or subsistence in-kind, food consumed by the recruiter and other military personnel cannot be claimed and must be deducted from the total bill.

6.22.9.2.2. If there is a combined DEP Commander's Call between recruiters, each recruiter will only be reimbursed for the cost of their respective applicants.

6.22.9.2.3. Only occasional meals for DEPPERS are authorized. It is the commander's discretion to establish criteria for occasional meals.

6.22.9.3. Donuts and Snack Trays Provided to Counselors, Influencers, and Media Personnel. Recruiters can drop off items on the way to work without requiring a list of attendees who consumed the food.

6.22.9.3.1. Because this program is not to provide a reward for past performance, but to assist in future endeavors, exercise care to ensure the process is not abused.

6.22.9.3.2. If an Air Force presentation is given when these items are provided, out-of-pocket reimbursement is inappropriate; COI funds must be utilized. Documentation must be processed per established COI guidelines.

6.22.9.4. Meals and Snacks Provided for Commissioning Ceremonies (either before or after the actual ceremony).

6.22.9.4.1. The commissioned member is considered an applicant until EAD.

6.22.9.4.2. The claim must state who consumed meals and/or refreshments and their status.

6.22.9.4.3. Rank insignia for presentation to the individual is not an authorized expense.

6.22.9.5. Bulk Items. When purchasing bulk items for AFRS offices, a list of individuals is not required; however, show the percentage purchased for applicant's consumption. Bulk items include, but are not limited to, coffee, coffee supplies, soda, juice, candy, and other light snacks.

6.22.9.6. Fees for Certified Birth Certificates, Vital Statistics, and School Transcripts. It is the applicant's responsibility to furnish required substantiating documents in an original or notarized form. If an applicant is unable to provide the required documentation, obtaining certified copies of birth certificates or vital statistics is authorized. Officer's accession (OA) recruiters can be reimbursed for obtaining certified or raised seal copies of school transcripts for HP applicants. This does not grant recruiters blanket authority to pay for all required documentation. Reimbursement will be considered on a case-by-case basis.

6.22.9.7. Valid Fax Expenses.

6.22.9.8. Police Record Checks. DD Form 369, Police Record Check, are authorized according to DoDI, 1304.2, Instruction Pre-enlistment Forms, unless an applicant discloses disqualifying offenses, and is requesting a waiver, he or she must bear all expenses incurred for police record checks. In all other cases, reimbursement is authorized when the agency charges a fee for release of the information.

6.22.9.9. Parking, Parking Meter, and Toll Road Fees for Government Vehicles. Ensure the reason for the stop and actual location of the stop is annotated in the event purpose in DTS. The amount claimed falls under JFTR, Volume 1, paragraph U7025, rules and does not count towards the recruiters' monthly \$75.00 out-of-pocket limitation.

6.22.9.10. Applicant Parking Fees and Incidents to Application Processing. This includes parking at or near the Air Force Recruiting Office. Recruiters are authorized to pay the applicant's parking fee and claim the fee on a separate monthly out-of-pocket voucher. The amount claimed falls under JFTR, Volume 1, paragraph U7025, rules and does not count towards the recruiters' monthly \$75 out-of-pocket limitation.

6.22.9.11. Miscellaneous Reimbursable Expenses Incurred by an Applicant Incident to Processing in the Air Force. (See JFTR, Volume 1, U7025.)

6.22.9.12. Official Phone Calls made from a Personal Telephone or the Recruiter's Residences. A copy of the itemized bill must accompany the claim and recruiters may claim itemized official calls only. All production recruiters are issued cell phones so reimbursement for official phone calls made from a personal cellular phone is not authorized.

6.22.10. The following are unauthorized out-of-pocket expenses, and may not be reimbursed under any circumstances:

6.22.10.1. Out-of-pocket usage for a prospective applicant and/or influencer on a tour where a COI event is planned.

6.22.10.2. Reimbursement for snacks for influencers on an AFRS-sponsored "Distinguished Educator Tour".

6.22.10.3. Meals provided to military members, regardless of circumstance.

6.22.10.4. Purchase of alcoholic beverages.

6.22.10.5. Fuel for the applicant's (or family) vehicle.

6.22.10.6. Parking tickets or towing fees for government vehicles.

6.22.10.7. Locksmith fees when locked out of GOV or POV.

6.22.10.8. Promotional or incentive gifts.

6.22.10.9. Purchasing, to include printing or engraving of mailing, calling, or seasonal greeting cards. Do not use government printers to generate or overprint greeting cards and do not use official postage (RGM); to mail greeting cards.

6.22.10.10. Rental of facilities.

6.22.10.11. Recreational activities such as bowling, skating, miniature golf, paint ball, movies, or rental of recreational equipment (bowling shoes, roller skates, ice skates).

6.22.11. The following are not authorized through the out-of-pocket program; however, there are other avenues available to possibly procure these items:

6.22.11.1. Purchase and/or maintenance of cellular phones to include special fixed fees calling plan charges. These costs are covered through the communications program.

6.22.11.2. Hotel rooms for applicants. The M&L program was established for this purpose.

6.22.11.3. Transportation cost for applicants.

6.22.11.4. Office supplies for AFROs. These items should be procured with RSSL coordination through routine supply channels.

6.22.11.5. Office keys for AFROs. The Lessor will provide a sufficient number of keys.

6.22.11.6. Gas for government vehicles. Contact RSSL for established GSA reimbursement procedures.

6.22.11.7. Car washes for government vehicles. Car washes must be procured using government credit card issued with the vehicle, not to exceed \$20 per month.

6.22.11.8. Lead list costing more than \$25 Contact the marketing NCO for purchasing procedures for lead lists. Personal reimbursement procedures may be utilized.

6.22.11.9. Business cards must be requested through your squadron RSSI who forwards the request to HQ AFRS/RSI.

6.22.11.10. Items purchased for formal COI events, such as, paper plates, napkins, cutlery, sodas, etc. Use EEIC 55920, not 55921 for any COI costs.

6.22.11.11. Contact the squadron marketing NCO for coordination of local advertisement.

6.22.11.12. Booth rentals and related services, transportation costs for tours and bands, auditorium rental for Air Force bands, etc. Contact the squadron marketing NCO for coordination.

6.22.12. The Sq or CC or support flight commander have approval authority for specific items not listed. Advance authorization of expenses meeting extenuating circumstances may be approved for emergency purchases of items normally procured through RSSL.

6.23. EEIC 55920 - Center of Influence (COI). HQ AFRS/RSM is the OPR for this program, and the governing directive is AFRSI 36-2001, paragraph 8.11, for a complete description of COI events.

6.23.1. For COI presentations, the recruiter authorizes reimbursed for their meal.

6.23.2. Meals purchased should not exceed the following:

6.23.2.1. Limit \$10 per person for enlisted accession events (includes ROTC).

6.23.2.2. Limit \$20 per person for officer accession and influencer events.

6.23.2.3. Limit \$40 per person for critical officer specialty one-on-one events (determined by Sq or CC), normally one single one-on-one event is authorized per prospective critical officer applicant. The commander can designate certain critical OA programs that would garner up to \$40 per person. Under no circumstance should the COI exceed the per person amount.

6.23.3. Funding and approval for authorized COI events are requested on an AFRS Form 1406.

6.23.3.1. The marketing section will complete AFRS Form 1406 and have the RA sign off with the fund cited for the COI.

6.23.3.2. The GPC card or convenience checks are the most convenient payment method for this program, as they are automatically tax exempt.

6.23.3.3. Recruiter reimbursement for an approved COI event is authorized. The recruiter is authorized to use his or her GTC (to include ATM withdrawals) to pay for the event and request reimbursement on a local voucher through DTS. Reimbursement of ATM fees is authorized and listed as a separate line item below of the unit cost information.

6.23.4. Taxes are not paid for COI events. Recruiters must use the standard tax exempt form to receive tax exemption. If the vendor does not honor the tax exemption, a full explanation of the attempt to use the tax exemption must accompany the claim through DTS in order to be paid for the taxes.

6.24. EEIC 559XX – Miscellaneous Contractual Services. This EEIC includes contracts for services not specifically covered by the above categories, such as, fitness contracts, rental of meeting rooms or contract quarters. All orders in this area will normally be generated on a PR. Depending on guidance from the servicing contracting office via group FM – GPC can be used for fitness contracts. Note: Refer to AFI 65-601, paragraph 4.44 for guidance on memberships in professional or civic organizations.

6.25. EEIC 598 – Awards. This covers Innovative Development through Employee Awareness (IDEA) Awards; also known as the suggestion award program.

6.25.1. IDEA awards are approved based upon submission through the IDEA site accessible through the Air Force Portal.

6.25.2. The Recruiting Group is responsible for payment of amount awarded once approved.

6.25.3. Prepare and submit a SF Form 1034, according to host base ALO and DFAS procedures. Do to the nature of the IDEA program; submit an unfunded requirement for amounts paid in this EEIC during the year.

6.25.4. For mission accomplishment awards, see paragraph 6.27.2 EEIC 61908.

6.25.5. For additional guidance, see AFI 38-401, The Air Force Innovative Development through Employee Awareness (IDEA) Program; AFI 36-1001, Managing the Civilian Performance Program; AFI 36-1004, Managing the Civilian Recognition Program, to provide guidance pertaining to civilian performance awards; and AFI 65-601, Volume 1, Chapter 4, Section 4L.

6.26. EEIC 60X – Supplies. This EEIC is used to purchase supplies through the base supply system. Contact the base supply customer service office and the local FMALO if items must be purchased through the supply system (such as, deployment items).

6.27. EEIC 619XX – Non-AFSF Supplies. This EEIC is used for the procurement of supplies or supply type items not bought through base supply. Examples of purchases are toner, paper, awards, and subscriptions. Use shred-outs to identify cost in the appropriate area. The following shred-outs are authorized:

6.27.1. EEIC – 61905 Subscriptions or Periodicals. Request for subscriptions and periodicals are routed through the host base library. Air Force Times subscriptions are procured using this EEIC. Funding for Air Force Times is included in the initial supply and equipment distribution. Coordinate with the squadron IM personnel to procure these items. If purchased using the GPC program, use EEIC 61950.

6.27.2. EEIC – 61908 Awards. Air Force policy states appropriated funds may be used to obtain trophies and awards for mission accomplishments. Trophies and awards are defined as trophies, plaques, emblems, organizational coins, or certificates designed, engraved, inscribed, or printed only for display purposes. Awards must be of nominal value. For additional guidance refer to AFI 36-2805, Special Trophies and Awards; AFI 65-601, Volume 1; and AFRSI 36-2801, Air Force Recruiting Service Awards Program.

6.27.2.1. The recommended amount for the awards budget is based on the total authorized manning as of 1 Oct of the current fiscal year multiplied by \$45.00. Track costs associated with enhancement (framing; engraving, and certificates) and include them as part of the individual awards funding.

6.27.2.2. Refer to AFRSI 36-2801, for specifics in running your awards program. Familiarity with this program is paramount. If awards are purchased using the GPC program, use EEIC 61950. Coins may be purchased only for mission accomplishment.

6.27.3. EEIC – 61950 Government Purchase Card. The GPC program is designed to supplement contracting methods utilized under small purchases procedures for supplies and services. Since the host group contracting office governs the program, guidance on authorized and unauthorized purchases is provided to each unit by the host group contracting office. All items purchased with GPC are charged to 61950.

6.27.3.1. **(Mandatory)** Squadrons must maintain the GPC program according to guidance from the group contracting office. In addition to this guidance, the following rules apply:

6.27.3.1.1. Squadron cardholders must maintain a “GPC Purchase Request Form” for each line item on the purchase control log for all purchases made with the GPC. A sample of the purchase request form and control log can be found on the AFRS CoP website at: <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-FM-RS-A1>. Charges are categorized according to page 2 of the UBSR.

6.27.3.1.2. **(Mandatory)** Squadron RA will report monthly GPC charges to group FM for UBSR completion.

6.27.3.1.3. **(Mandatory)** Cardholders and AO must ensure all transactions for the month are documented on the standardized GPC tracking spreadsheet to ensure all transactions are accounted for accurately reported on the UBSR at end-of-month. Refer to the local contracting office for access and instructions for the GPC program system.

6.27.4. 61990 is for non-AFSF Other.

6.28. EEIC 628 – Equipment. This EEIC covers the cost of purchasing furniture and other equipment (such as, calculators, typewriters, and copiers, etc.). Most equipment purchases will be supported by the GPC program.

6.28.1. Equipment purchases for deployed members. If there is a requirement to purchase equipment items through the base supply office, contact base supply customer service department.

6.28.2. Purchase copiers through GSA as opposed to leasing the equipment, but a cost analysis must consider the future turnover of the model and the advancement of technology.

6.28.3. Furniture is purchased at AFRS level through logistics for the standard recruiter package. The squadron logistics office identifies furniture as unsatisfactory and HQ AFRS/RXS distributes the necessary replacements. Furniture not identified as part of the standard package can be purchased new before approval from HQ AFRS/FM with unit funds.

6.28.3.1. If HQ AFRS/FM issues funding to the squadron for replacement furniture, the unit will make purchases using the GPC through Unicor™.

6.28.3.2. Request a single purchase limit and limit increase as well as a raised max purchase limit through the host contracting office. If the cost does not exceed \$3,000 then the normal purchasing guidelines apply (such as, three sources).

6.29. EEIC 637 – Computer. This EEIC covers the cost of purchasing of computers, printers, monitors, cables, etc. Computer equipment for production use is normally purchased at AFRS level and delivered to the squadron. Purchases of computer equipment for headquarters and non-production use should be purchased through Air Force web-based information technology (IT) purchasing program AFWAY at the squadron level after prior approval from HQ AFRS/RSI (see <https://afway.af.mil>).

Chapter 7

SPECIAL INTEREST PROGRAMS

7.1. Medical Recruiter Assistance Program. This program allows TDY travel to recruit health professionals by active duty Air Force health professionals. The active duty TDY personnel may be used at state and local health profession conventions, recruiting dinners, and school career days.

7.2. Health Professions Applicant Travel (HPAT). According to the JTR, Volume 2, Department of Defense Civilian Personnel, paragraph C6200, fully qualifies applicants for health professions programs who are designated as critical fill positions by HQ AFRS/RSOC and have been offered an assignment to an Air Force MTF. They are authorized fully funded travel to preview the prospective assignment additionally an applicant's spouse may accompany the applicant on these trips. Only trips to continental United States MTFs are authorized, and the applicant's spouse is authorized funded travel only (no per diem) according to JTR, Volume 2, Appendix E, paragraph A.

7.2.1. Applicants must be selected and offered an assignment by HQ AFRS/RSOC.

7.2.2. The Air Force Personnel Center Medical Service Officer Management Branch requests applicants have personal interviews with Air Force consultants (who are being considered for academic, training, or unique specialties) coordinated through HQ AFRS/RSOC.

7.2.3. If the HPAT requires an interview with an Air Force consultant, HQ AFRS/RSOC will notify the appropriate unit personnel. Interviews may be requested before selection. Recruiters should accompany HPAT candidates on MTF tours and consultant interviews at unit expense. Spouses are not authorized funded travel to attend consultant interviews.

7.3. National and Local Convention Attendance. These events (booth rentals) complement other recruiting efforts to reach target audiences. Using local funds, unit representatives attend the conventions to enhance the recruiting process.

7.4. Educator Tours. This program provides an important link between the educational community and the Air Force environment. Squadrons arrange tours in coordination with AFRS. Funding supports:

7.4.1. Commercial transportation to visit selected Air Force training centers.

7.4.2. Billeting fees incurred during a stay on an Air Force base.

7.4.3. TDY expenses for two military escorts.

7.4.4. Invitational travel orders for TDY travel of educators outside the local area.

7.4.4.1. Reimbursement of travel expenses is based on applicable locality rate.

7.4.4.2. Educators are not authorized travel orders for visits within their local domicile area.

7.5. Recruiter Assistance Program (RAP). This program is designed to allow recent graduates of basic military training and technical training schools to work with enlisted accession recruiters while home on leave. Procedures for RAP are outlined in AFI 36-3003. This is a permissive TDY program (non-chargeable leave). Funded travel and per diem is not authorized.

7.6. Role Model TDY Program. A unit funded TDY program for squadrons to use outstanding airmen from local Air Force installations assists in the recruiting effort. These individuals speak at high schools, COI events, or various other types of events.

7.7. Recruiting Activity Conferences. The unit commander has approval authority for onbase (government facility) conferences, workshops, and meetings. Units requiring off-base (non government facility) locations must forward requests through the group CC to AFRS/CV for review and approval, if any costs are incurred.

7.8. Providing Light Refreshments at Conferences and/or Workshops. The authority to provide light refreshments, as outlined in AFI 65-601, Volume 1, is limited to \$2 per attendee per day.

7.9. Forms and IMTs Adopted: DD Form 139, Pay Adjustment Authorization

DD Form 369, Police Record Check

DD Form 1131, Cash Collection Voucher

AF IMT 9, Request for Purchase

AF IMT 406, Miscellaneous Obligation/Reimbursement Document

AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination

AF Form 847, Recommendation for Change of Publication

AF IMT 1218, Request for Communications Service

AF IMT 4009, Government Purchase Card Fund Cite Authorization

AFRS Form 1406, Request/Approval for Expenditure of COI Funds

GSA Form 2556, Miscellaneous Charges and Adjustments

SF 1034, Public Voucher for Purchases and Services Other Than Personal

MEPCOM Form 727-E, Processing List (PL)

MICHAEL D. BRICE, Colonel, USAF
Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000
- AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 June 2002
- AFMAN 34-255, *Directory of Government Quarters and Dining Facilities*, 1 January 1998
- AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
- AFI 36-1004, *Managing the Civilian Recognition Program*, 16 September 2004
- AFI 36-2001, *Officer Training Program Examining Centers (OTPEC)*, 14 September 1998
- AFI 36-2805, *Special Trophies and Awards*, 29 June 2001
- AFI 36-3003, *Military Leave Program*, 20 October 2005
- AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*, 21 November 2007
- AFI 65-103, *Temporary Duty Orders*, 5 August 2005
- AFI 65-114, *Travel-Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, 26 August 2005
- AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005
- AFI 65-601, Volume 2, *Budget Management for Operations*, 21 October 1994
- AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2009)*, 1 October 2008
- AFPD 65-6, *Budget*, 1 May 1998
- AFRSI 36-2801, *Air Force Recruiting Service Awards Program*, 24 August 2007
- DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*, 15 February 1991
- DFAS-DE 7010.3-R, *Interim Guidance, Travel Transactions at Base Level*, 3 October 1991
- DFAS-DE 7010.2-R, *Commercial Transactions at Base Level*, 3 January 1996
- DFAS-DE 7200.1-R, *Interim Guidance, Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force*, September 1999
- DoDFMR, Volume 9, Chapter 3, *Department of Defense Government Travel Card*, March 2005
- DoDFMR, Volume 10, *Contract Payment Policy and Procedures*, May 2008
- DoDFMR, Volume 14, *Administrative Control of Funds and Anti-deficiency Act Violations*, January 2009
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Abbreviations and Acronyms

ABSS—automated business services system

ACoE—Army Corps of Engineers

AEA—actual expense allowance

AFRC—Air Force Reserve Command

AFRS—Air Force Recruiting Service

ANG—Air National Guard

AO—approving official

BAH—basic allowance for housing

BAS—basic allowance for subsistence

BPA—blanket purchase agreement

BDO—blanket delivery order

CBA—centrally billed accounts

CDC—career development course

CMA—centrally managed allotment

COI—center of influence

CTO—commercial travel office

DAPS—Defense Automation and Printing Service

DEP—delayed entry program

DFAS—OPLOC—Defense Finance and Accounting Service Operating Location

DoD—Department of Defense

DTS—defense travel system

ECI—extension course institute

EEIC—element or expense identification code

EP—execution plan

FM—financial management
FMALO—Financial Management Accounting Liaison Office
FMB—financial management board
FWA—fraud, waste, abuse
GPC—government purchase card
GSA—General Service Administration
GTC—government travel card
GTR—government travel request
HPAT—health professions applicant travel
IM—information manager
ITO—invitational travel order
JTR—Joint Travel Regulation
LOA—letter of offer and acceptance
LUH—leased unaccompanied housing
M&L—meals and lodgings
MEDRAP—Medical Recruiter Assistance Program
MFH—military family housing
MORD—miscellaneous obligation reimbursement document
MTF—medical treatment facility
NPS—non-prior services identify
OA—officer accession
OBA—operating budget allowance
OBAD—operating budget allowance document
OBL/AL—operating budget ledger/allotment ledger
ODL—open document list
ODTA—organizational DTS administrator
O&M—operations and maintenance
OPE—out-of-pocket expenses
OPLOC—operating location
PCS—permanent change of station
PEC—program element code
POV—privately owned vehicle

RA—resource advisor

RAP—recruiter assistance program

RSS—Recruiting Support Division

TDY—temporary duty

UBSR—unit budget status report